

MASS. DIVISION OF INSURANCE P&C LOCKBOX PROCEDURES

The diagram shows a simplified version of the Lockbox Form SRB-LB-1 (3/99) with several callout boxes providing instructions:

- Top Left Callout:** - Do **not** put multiple **NAIC numbers**. (Only the lead insurer should be listed)
- Top Right Callout:** Put **check amount** and **check number** here.
- Bottom Left Callout:** Do **not** put multiple **Filing Types** and/or **Filing Sub-types**.
- Bottom Center Callout:** Do **not** alter Lockbox Form SRB-LB-1 (3/99)
- Right Side Callout:** For **Section 4.**, please indicate your **company file/filing #**. If none available, indicate only one form number, regardless if there are more form numbers than the available space provided. **“See attached list” is unacceptable.**
For rate/rule filings, please indicate your company file/filing number. If none available, leave Section 4. blank.

The form itself has numbered sections 1 through 4, with checkboxes and lines for data entry. Circled dots on the form indicate where specific information should be entered.

SUBMISSIONS TO THE BANK:

- **One completed original Lockbox Filing Fee Form SRB-LB-1 (3/99)** along with the filing fee should be submitted to the bank. Form and Rate filings may not be combined.
- **Filing fee** (Only one lockbox form per check)
Only checks with amounts of \$75.00 (form filing) or \$150.00 (rate filing) will be accepted. Fees for Form and Rate filings may not be combined.
Filing fees sent to our office will be rejected along with the filing and returned back to the company.

**Please make check payable to:
Commonwealth of Massachusetts Division of Insurance - SRB**

SUBMISSIONS TO THE MASS DOI:

- **One photocopy of the Lockbox Form** must be placed on **top** of the (rate/rule/form) filing, regardless of the number of insurers involved.
- Only one **Lockbox Form** per filing is required, regardless of the number of insurers involved. A filing with multiple lockbox forms will be rejected.
- **One original filing** and **one photocopy of just the cover letter**, regardless of the number of insurers involved should be submitted.
- When communicating for any purpose regarding an existing filing, please **do not** send any original/photocopy of Lockbox Form(s), which may cause confusion and delays. Instead, please reference the Mass Division Serial # (if available).

Adherence with these procedures will facilitate the DOI filing process.